

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**March 20, 2024**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, March 20, 2024 at 9:00 AM in the Legislative Chambers, 5<sup>th</sup> Floor, Hazlett Building, 203 Lake Street, Elmira, New York.

Members present were John Burin, Kevin Meindl, Emma Miran, Theresa Murdock, Joseph Roman and Thomas Sweet.

Dawn Burlew was excused.

Also present were Emily Barrett, Habitat for Humanity; Robert Williams, EFPR Group; Terra Deitrick, Danielle Kenny, Douglas Madison and Megan Piper, Arbor Housing; and Mary Rocchi, Recording Secretary.

T. Sweet called the meeting to order at 9:00 AM.

On a motion by J. Roman, seconded by J. Burin and unanimously carried, the minutes of the January 17, 2024 meeting were approved.

**Old Business**

**Board Evaluations:** Most evaluations have been received.

**Financial Reports**

**Monthly Reports:** J. Roman reported that cash is down from last year, but should improve this year once houses are sold. D. Kenny commented that under maintenance on the income statement, those costs have been broken down so we have a better idea of what the expenses are. On a motion by K. Meindl, seconded by J. Roman and unanimously carried, the financial report was approved.

**Audit:** R. Williams from EFPR Group reviewed the draft audited financial statements. The audit received an unmodified clean opinion. He reviewed the audit and commented that it is consistent with years past. Cash position is under \$250,000. M. Piper has set up a cash sweep account with Five Star Bank. The tax return will be prepared upon approval of the draft from the board. It will be submitted prior to May 15 when non-profit tax returns are due. R. Williams reviewed the Report to Board, which is a required communication. There were no difficulties in completing the audit. Monthly statements are accurate. On a motion by J. Roman, seconded by E. Miran and unanimously carried the draft audit was approved.

### **Properties – Completed Projects**

**509 Liberty Street:** Property is under contract for \$114,900 with 6% towards closing costs. Matthew French is the buyer. Net gain on this sale is \$140,172.76. On a motion by J. Roman, seconded by T. Murdock and unanimously carried, the sale of this property to Matthew French for \$114,900 was approved.

**453 Livingston Street:** The buyer backed out due to title insurance issues, 2 year mark. Arbor received an offer of \$137,000, which is above asking price of \$135,000, with 6% toward closing costs. Buyer, Rachel Bliss, listed current home for sale. She had made an offer on the Livingston house a few months ago. She would like to negotiate the ten year deed restriction, but Arbor told her that could not be done because of CDBG/HOME funding. On a motion by T. Murdock, seconded by J. Roman and unanimously carried, the sale of the property at 453 Livingston Street to Rachel Bliss, for \$137,000 with 6% toward closing was approved.

### **Properties – Rehabilitation Projects**

**512 Harcourt Drive:** Everything has been torn out and materials are on site. Windows are done. Electric has been swapped out. They are behind schedule due to lack of workers.

### **Properties – Demolition**

**610 Falck Street:** Demolition completed 12/14/2023 by LCP Group and air monitoring by Paradigm Environmental Services Inc. This is a larger corner lot that could be used for an infill project.

**411 South Walnut Street:** Demolition completed 12/14/2023 by LCP Group and air monitoring by Paradigm Environmental Services.

**1302 Lackawanna Avenue:** Demolition completed 11/6/2023 by LCP Group and air monitoring by Paradigm Environmental Services Inc.

**1006 Oak Street:** An RFP was sent out for demolition of this property. LCP Group bid \$28,000 and Durable Demolition bid \$35,000. On a motion by J. Roman, seconded by K. Meindl and unanimously carried, the bid for \$28,000 from LCP Group for demolition of 1006 Oak Street was approved. E. Barrett from Habitat for Humanity would like to look at the house prior to demolition to see if it can be rehabbed by them. If the foundation is good, they may want to rehab it.

There was discussion on what to do with the lots now that demolition has taken place. How long do we want to hold on to these properties? Do we want to sell them to a neighbor for side lots? E. Barrett commented that Habitat for Humanity is hesitant on new construction as it is very costly. Insurance and maintenance on vacant lots is less than \$100 per month on each lot. We could hang onto a couple of strategic properties and look for a developer to build on them. E. Miran commented that possibly up to \$50,000 in HOME funds could be used on a project. D. Madison commented that if you build on an existing slab it is less expensive. Grants could be used to offset costs. E. Barrett reported Habitat just rehabbed a house at 1315 Pratt Street into a single family home.

## **New Business**

**Annual Report:** T. Deitrick reviewed the annual report. She updated the report to reflect any changes in 2023. On a motion by E. Miran, seconded by K. Meindl and unanimously carried, the annual report was approved.

**Bylaws/Policies:** The only policy updated was the Acquisition Policy which needs to be reworded to make it more clear. All other policies remained the same. Hyder Hussain is reviewing the policy. On a motion by J. Burin, seconded by J. Roman, and unanimously carried, the policies, subject to review by Hyder Hussain, Legal Counsel, were approved.

**Realtor RFP:** Arbor received two responses to their RFP for a realtor for land bank. Terry Dart, from Signature Properties, has been in real estate for approximately three years. She provided her fee schedule of 5% commission, 2.5% broker and 2.5% realtor. She charges \$3,000 per transaction. The land bank has been with Ann Bezio for five years. D. Kenny commented that we would have to work with Terry Dart to make sure she knows land bank procedures. We don't have a contract with Ann Bezio. It was suggested that we use Ms. Dart for 512 Harcourt Drive to see how she does. Maybe that will get the word out to other realtors and they will want to work with the land bank. The land bank doesn't usually use a realtor for land purchases. We would also save on commission. On a motion by J. Roman, seconded by K. Meindl and unanimously carried, the recommendation for Terry Dart from Signature Properties to be retained by the Land Bank for the future sale of 512 Harcourt Drive was approved.

**Strategic Plan Development:** Arbor held a planning session recently. Members of the Steering Committee are Joe Roman, Emma Miran, Kevin Meindl, Tom Sweet, Theresa Murdock and Hyder Hussain. Arbor and MRB Group meet every other Monday to work on this plan. Arbor will keep the board updated on progress.

T. Sweet asked the board to think about moving the Land Bank meeting to another Wednesday.

E. Barrett expressed an interest in joining the Land Bank board if an At-Large position became available. If she was aware of any conflict on a project with Habitat for Humanity, she would abstain from voting.

On a motion by J. Burin, seconded by K. Meindl and unanimously carried, the meeting adjourned at 9:52 AM.

Respectfully submitted,

Mary Rocchi  
Recording Secretary